

| <b>Position</b>        | <b>Security Officer</b>  |
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| <b>Job Description</b> | <ul style="list-style-type: none"> <li>• To develop a Security Policy of the company as well as group.</li> <li>• To analyze security risk of project sites, planning the development of Guards, Gun man for physical security for the premises.</li> <li>• To ensure smooth implementation of Security Policy in line with the Company guidelines and local threat perception.</li> <li>• Identify requirement of security gadgets for enhancing security system at project sites.</li> <li>• Management, maintain and functioning of security related to items like Access Control, CCTV etc.</li> <li>• Surprise checks at project site(s) during night hours as well as on holidays.</li> <li>• To maintain record of all vehicles entering &amp; leaving the project site(s).</li> <li>• To provide job training for security staff on fire, safety, security issue and first aid.</li> <li>• To ensure security &amp; protection of man, material, machine and assets in project site/township with a view of instill confidence in the employees and to prevent losses due to theft / burglary etc.</li> <li>• Liaison with law and enforcement agencies for official purpose.</li> <li>• To co-ordinate / follow up with external agencies and internal team to recover the losses.</li> <li>• Investigate security breaches and initiate disciplinary and legal action associated with such breaches as necessary.</li> <li>• Work with outside consultants as appropriate for independent security audits and investigations as and when required.</li> <li>• Formulate security objectives, control standards and procedures.</li> <li>• Evaluate, checkout and modify the security strategy as and when necessary and submit investigation report of all loss /accident related incidents to the Management.</li> <li>• Submit monthly security report to the Management.</li> <li>• To ensure the Security Guard do not leave their position unless physically relieved.</li> <li>• To ensure the Security Guard grooming standards/ dress code, service standards, etc.</li> <li>• No replacement of Security Guard without written approval.</li> <li>• Timely patrolling in the premises/strategic points.</li> <li>• Check the movement of unauthorized personnel.</li> <li>• Vigil on expected guests/ VIPs</li> </ul> |

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|                                  | <ul style="list-style-type: none"> <li>All the posts are properly filled up.</li> </ul>  |
| <b>Desired candidate profile</b> | <ul style="list-style-type: none"> <li>Good degree of familiarity with security management in relating to Hospital / Commercial / Public Building.</li> <li>Good understanding of security related gadgets available in market.</li> <li>Good working knowledge of computer.</li> <li>Good communication skill: proficiency in Bengali, Hindi and English.</li> <li>Minimum 10 to 15 years experience Security System with good exposure to compliance and adherence of guidelines of regulators.</li> <li><b><u>Desired candidate should be an Ex-Defense (Army, Short Service Commission, Air Force, Navy) Police force, CRPF, CISF, BSF, Para military force etc not below the range of Lieutenant Colonel / Deputy Commandant / DSP with supervisory experience of handling security/administration function in any large township/manufacturing industry.</u></b></li> <li>Liaisoning with the law and enforcement agencies.</li> <li>Knowledge in Safety and Fire Fighting system is desirable.</li> </ul> |
| <b>Experience</b>                | 10-18 years  |
| <b>Industry Type</b>             | Real Estate / Infrastructure Project Development/ Township   |
| <b>Reporting to</b>              | Security Manager   |
| <b>Functional area</b>           | Safety & Security  |
| <b>Education</b>                 | Graduate, Diploma in Industrial Safety, Training in First Aid  |
| <b>Compensation</b>              | Best in the Industry   |
| <b>Location</b>                  | Durgapur   |